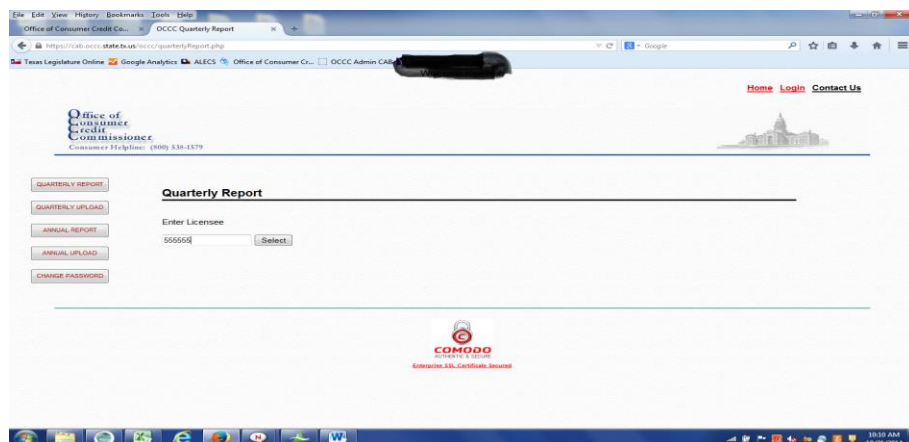


## CAB REPORTING FAQ's

(1) Once I login, what information do I need for “Enter Licensee”?

Your license is made up of a hyphenated number representing two parts: (1) The numbers preceding the hyphen are known as the “master file” number, and (2) The numbers after the hyphen are known as your “license number.” To file your store’s information you would enter the “license number” or only the numbers directly after the hyphen (5 or 6 digits).

In the pictured example, a store with a hyphenated number of 1234-555555 would enter “555555.”

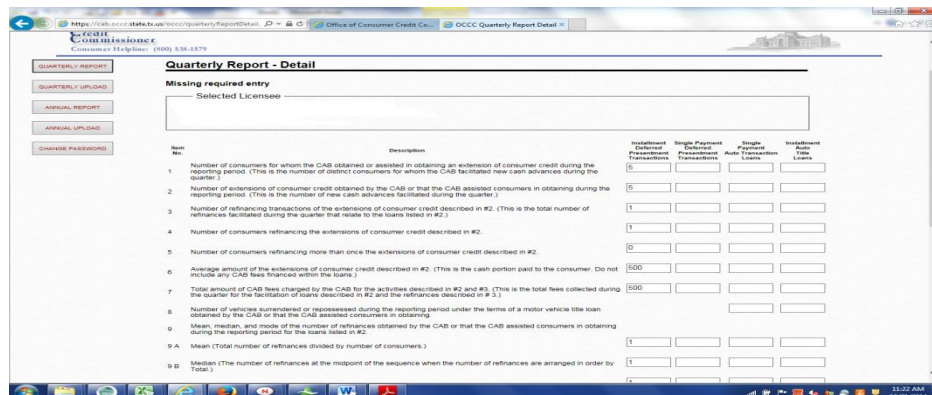


(2) After I enter my information and try to submit nothing happens. Why won't it submit?

The most common reason is because of missing required entries. All data fields must be completed. If your location has no activity to report, then enter “0” in the blank fields.

Another common reason is that there are additional characters representing currency “\$” or thousands “,” in the data fields. The only acceptable characters are numeric (0-9) or a decimal followed by two places (25.00).

In the pictured example, only the first column of data is completed. The remaining three product columns should contain all zeros.



(3) I'm not sure what certain questions mean. Are there instructions that clarify the meaning of the questions?

Yes, there are detailed instructions included in the sample copies of the reports. Those copies are found in the links [\*Quarterly Report Instructions\*](#) and [\*Annual Report Instructions\*](#).

Additionally, webinars for both the quarterly and annual report detail step by step directions on reporting at the following link, [\*CAB Reporting Webinars\*](#).

If you need additional assistance you may contact a reporting resource by email at [\*cabreporting@occc.state.tx.us\*](mailto:cabreporting@occc.state.tx.us) or by phone 512-936-7652.